



**KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES**

**കേരള ഫിഷറീസ്-സമുദ്രപഠന സർവ്വകലാശാല**

**PANANGAD P.O., KOCHI 682 506, KERALA, INDIA**

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GA4/8992/2021

.12.2022

**LIMITED TENDER NOTICE**

Sealed tenders are invited for supplying office stationery items required for a period of one year as per the list appended.

The rates quoted should be for supplying office stationery items at the Kerala University of Fisheries and Ocean Studies, Panangad. The rate quoted should be firm and inclusive of all taxes and supply of Kerala University of Fisheries and Ocean Studies, Panangad. Period of firmness during which the rates would be firm is one year from the date of supply order.

The envelope containing the quotation should bear the superscription **“Supplying office stationery items (GA4/8992/2021)”** and should be sent to the Registrar, Kerala University of Fisheries and Ocean Studies, Panangad, Kochi -682 506, Ernakulam District. Intending quotations may submit their quotations on their own papers with detailed specification.

Last date & time for receipt of tender	20.12.2022	11.00 AM
Date & time of opening of tender	20.12.2022	11.30 AM

Late quotations will not be accepted. The tenders will be opened in the presence of the quotationers or their authorized representative who may be present at the venue.

**The EMD of 1% of the total cost of the articles by Demand Draft drawn on State Bank of India in favour of the Finance Officer, KUFOS, Panangad, Kochi should be furnished along with the tender.** The successful quotationer have to furnish security deposit @ 5% of the total cost and execute an agreement in stamp paper worth Rs.200/-.

All the terms and conditions applicable to University/Government quotation are admissible to this quotation also. More details about the items required can be had from the O.S. i/c stores on office hours. Right to accept the quotation in full or in part or to reject without assigning any reason is reserved to the Registrar, KUFOS, Panangad, Kochi which is not questionable.

**REGISTRAR i/c**

To: Director P R &P/Programmer/Kumbalam Grama Panchayath/Palluruthy Block Panchayath/Firms  
Copy to: NB/O.S. i/c Stores/Farm Manager/Stockfile/File Copy.

**KERALA UNIVERSITY OF FISHERIES & OCEAN STUDIES**

**List of Office Stationery Items**



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Sl.No.	Items
1	“L” shape A4 Folder (Transparent)
2	“L” shape Legal Folder (Transparent)
3	A3 Paper (80GSM)
4	A4 Paper(80GSM)
5	Bath Soap(75gm)
6	Battery (AA)
7	Battery(AAA)
8	Bell Pin
9	Binder Clips (19 mm.)-
10	Binder Clips (25mm.)-
11	Binder Clips (32mm.) -
12	Binder Clips (41mm.) -
13	Box File
14	Box File (small)
15	Broom
16	Broom (Marala Chool)
17	Bucket
18	Button File/Button Bag
19	Calculator(12 digit – Check & correct)
20	CD-R with Pouch
21	Cello Tape 1”
22	Cello Tape 1/2”
23	Cello Tape 2”



KUFOS HQRS, Panangad, Ernakulam

24	Cello Tape 3/4"
25	Clip File(Plastic)
26	Cloth Cover (A4)
27	Cloth Cover 16"x 12"
28	Cloth Cover 18"x14"
29	Correction Pen
30	Correction Tape (Length- 6 or 15m/width 5mm)
31	Cover A4 (Brown)
32	Cup(mug) 750 ml.
33	Dettol 500 ml
34	Dust Pan
35	DVD-R with Pouch
36	Envelope 10.5"x4.5"
37	Envelope 9"x4"
38	Eraser (Pen)
39	Eraser (Pencil)
40	Finger Grip
41	Floor Cleaning Liquid(Lizol)
42	Floor Mat
43	Folding File (paper)
44	Gem Clip (Colour clips)Plastic
45	Glue Stick- 20 gm
46	Gum 150 ml.
47	Hand Wash



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48	Harpic
49	High Lighter
50	Ledger paper-A4 (100 GSM)
51	Ledger Paper-A4 (90 GSM)
52	Ledger Paper – Legal (80 GSM)
53	Mope
54	Note Book 200 pages
55	Note Pad (10-20 pages)
56	Packing Tape (Brown) 2”
57	Page Markers (Stick on Pad- Multi Colour)
58	Paper –Legal size (80GSM)
59	Paper – Legal size (Reem cut packed)
60	Paper weight
61	Paper weight (square type)
62	Pen- Pilot V7 & V5 (Green)
63	Pen- Uniball (Dark Blue)
64	Pen (Black)(Cello Technotip)
65	Pen (Blue) (Cello Technotip)
66	Pen (Red)(Cello Pointec Gel)
67	Pen Stand – Square with space for pin/clip/cards
68	Pen Uniball (Black)
69	Pen Uniball (Light Blue)
70	Pen Uniball ( Violet)



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71	<b>Pencil</b>
72	<b>Pencil Carbon</b>
73	<b>Pencil Carbon Double Side</b>
74	<b>Pencil Cutter</b>
75	<b>Pendrive 16 GB</b>
76	<b>Permanent Marker (Bold)</b>
77	<b>Permanent Marker (Ordinary)(CD-DVD Marker Pen)</b>
78	<b>Pilot Hitech Point P7 Cartridge alone Green )</b>
79	<b>Pilot Hitech Point P7 Cartridge Green Pen</b>
80	<b>Pin 'O' Clip Round</b>
81	<b>Poker (Metal)</b>
82	<b>Poker (Plastic)</b>
83	<b>Punch – Double Hole</b>
84	<b>Punch – One Hole</b>
85	<b>Register 1 Qr.(80 pages)</b>
86	<b>Register 2 Qr.(160 Pages)</b>
87	<b>Register 3 Qr.(240 pages)</b>
88	<b>Register 4 Qr.(320 pages)</b>
89	<b>Register 5 Qr.(400 pages)</b>
90	<b>Report File Transparent-A4 Size</b>
91	<b>Report File Transparent-Legal Size</b>
92	<b>Room Freshener(Lia or Aer)</b>
93	<b>Rubber Band (Medium)</b>
94	<b>Scale (Metal)30 cm.</b>
95	<b>Scale (Plastic)30 cm.</b>



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96	Scissors for office use(8")
97	Self-Inking Seal Ink
98	Snap Off Cutter – Small (Knife)
99	Spring File
100	Stamp Pad (Blue)
101	Stamp Pad Ink
102	Stapler(small) No. 10
103	Stapler Pin (Big)
104	Stapler Pin (Small)
105	Stapler with Handle (Big) – (Kangaro HP-45)
106	Stick File
107	Stick on Pad Yello 75 x 75 mm.
108	Tag File (file Board)
109	Tags
110	Towel (Small Size)
111	Tray (Plastic)
112	Twine(High Quality)
113	Waste Bin
114	White Board Marker
115	White Turkey with Green Border(Executive Type)
116	Window Cover 10.5"x 4.5"
117	Window cover 9"to 4"
118	Writing Board



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